

# DESCRIPTIONS OF THISIS ROLES AND GROUPS

## LOCAL AND REGIONAL HEALTH JURISDICTION (LRHJ) ROLES\*

### HIV Surveillance

#### **HIV Surveillance Site Staff:**

This role is for local or regional health department staff who perform any or all aspects of **HIV surveillance** work. HIV surveillance work involves the abstraction, entry, and/or management of case reporting (e.g. CRF completion) for HIV surveillance purposes. This role will have access to both the main HIV event and the HIV CRF events for viewing and data entry. If a person performs HIV work in the capacity of PHFU only, then they should **NOT** select this role.

#### **HIV Surveillance Site Coordinator/Manager:**

This role is for staff in local or regional health departments that oversee or coordinate the day to day to work of HIV surveillance staff. This role will have access to monitoring reports and will be able to view work assigned to local and regional HIV surveillance staff in their area. This role will also have access to both the main HIV event and the HIV CRF events for viewing and data entry. If a person oversees or coordinates HIV PHFU only, then they should **NOT** select this role (they will most likely select STD Surveillance Manager). If the person performs both HIV and STD surveillance activities, then they should have both roles.

### HIV/STD Public Health Follow Up Roles

#### **HIV/STD-DIS:**

Local or Regional health department STD/HIV staff who are responsible for initiating assignments pertaining to public health follow-up (PHFU) tasks such as partner notification and elicitation, testing, linkage or re-linkage into PrEP or HIV medical care. Field staff who may have this role are Disease Intervention Specialists (DIS), Field Health Advocates and Data to Care staff.

#### **HIV/STD-FLS:**

Local or Regional health department STD/HIV supervisors or team leads who are responsible for initiating assignment from STD Surveillance, approving dispositions, providing oversight/feedback and closing of DIS assignments. This role may also generate STD and HIV reports about programmatic data. Field

staff who may have this role supervise field activities of DIS, Field Health Advocates and Data to Care Staff.

#### **HIV/STD ICCR:**

Staff whose role at local and regional contracted sites is to monitor Interstate Communication Control Record (ICCR) for STD/HIV events, this role has editing rights.

#### **HIV/STD Program Manager:**

Local or Regional health department staff who oversee overall STD/HIV programmatic activities. This role is search only and the user can generate STD and HIV reports for programmatic data by jurisdiction.

#### **HIV/STD Registration Staff:**

Local or Regional health department staff whose role is to record search persons who present to a program clinic. This role has search only rights. Field staff who have this role are generally receptionists or clerks who check patients into STD/HIV clinical services.

#### **HIV/STD Clinician:**

Local or Regional health department staff who serve as clinicians (physicians, PAs, or nurses) and provide medical care to patients will be assigned this role. This role has editing rights for the entry of HIV/STD labs, symptom reporting, and treatment.

#### **HIV/STD Data Entry Staff**

Local or Regional health department staff who enter HIV/STD data for patients seen at clinics. This role has editing rights for the entry of HIV/STD labs, symptom reporting, and treatment.

### **STD Surveillance & Epi Roles**

#### **STD-EPI:**

Local or Regional staff who generate epidemiological STD reports for analysis for local and regional health departments. This role has read-only access rights and will only have access to one jurisdiction (also referred to as a group). Field Staff who may have this role are epidemiologist at contracted sites.

#### **STD Surveillance Staff:**

Local or Regional health department STD staff who allocate STD surveillance assignments. This role has editing rights and is able to run data management reports. Field staff who conduct STD Surveillance activities may be assigned this role.

#### **STD Surveillance Manager:**

Local or Regional health department STD Surveillance staff manage activities and staff who are tasked with STD surveillance assignments and data management. This role has editing rights and is able to run data quality assurance reports. Field staff who provide oversight to STD Surveillance staff or serve as a lead may be assigned this role. This role may oversee HIV assignments depending on the program. If the person performs both HIV and STD surveillance activities, then they should have both roles.

## **LOCAL AND REGIONAL HEALTH JURISDICTION (LRHJ) GROUP**

### **HIV Initial Lab Management Group**

This group is for LRHJ staff who manage incoming HIV lab reports. This group will be assigned all HIV lab reports that need further investigation to determine if a case is positive and needs public health follow-up and/or a medical abstraction for HIV surveillance reporting. Persons with this role will need to monitor the 'HIV Initial Assignment' workflow daily. Note that every jurisdiction should have at least one person assigned to this role.

## **CENTRAL OFFICE ROLES\***

### **CO HIV Surveillance**

#### **HIV-CO Consultant**

This role is for central office staff that provide day-to-day HIV Surveillance consultant services to the LRHJs. This role will have access to all of the LRHJs workflows and reports. This role will have the ability to approve and lock CRFs for submission to eHARS. This role will also have access to both the main HIV event and the HIV CRF events for viewing and data entry. Moreover, this role will have read and edit rights to all STDs to perform ICCR follow-up activities.

#### **HIV-CO DSHS Program Manager**

This role is for central office staff that manage HIV Surveillance staff. This role will have access to all of the LRHJs workflows and reports. This role will have access to monitoring reports and will be able to view work assigned to their staff. submission to eHARS.

#### **HIV-CO Data Manager**

This role is for central office staff that manage HIV Surveillance data. Data managers ensure the consistency and integrity of the data. This role will have the ability to view and edit HIV and CRF events as well delete and merge these

events. Note that this role is not for staff who manager people – but rather for persons who manage data.

### **HIV-CO Epi**

This role is for central office staff that provide epidemiological work for HIV Surveillance. Epidemiologists will be able access and create epidemiological reports as well as view and edit HIV and CRF events. This role will also have access to data tables.

## **CO STD**

### **STD CO Admin Staff:**

Texas Department of State Health Services central office staff who are responsible for editing users, updating questions, and managing administrative items related to THISIS.

### **STD CO Data Manager:**

Texas Department of State Health Services central office staff who manage STD data, including central office STD surveillance activities, will be assigned this role. This role has administration rights and will have access to several jurisdictions (groups).

### **STD CO Epi:**

Texas Department of State Health Services central office staff whose role at central office is to generate STD reports for analysis and fill data requests. This role will be able to extract data and create the requested reports outside of the THISIS system. This role has read only access rights and will have access to multiple groups.

### **STD CO ICCR:**

Texas Department of State Health Services central office staff Central office staff who monitor Interstate Communication Control Record (ICCR), this role has editing rights and provide a final outcome for out of state assignments, including record searches and dispositions.

### **STD CO PHFU Consultants:**

Texas Department of State Health Services central office staff who generate reports, monitor local and health regional health department public health follow-up field activities, assign and edit fields for multiple programs. Central Office PHFU Consultants and Central Office PHFU Clinician may have this role.